
Arkenstall Village Centre
(Registered Charity No. 300394)
7 Station Road, Haddenham, Ely, Cambs CB6 3XD

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Revised Special Conditions of Hire following easing of COVID-19 restrictions

Note: These conditions are supplemental to, not a replacement for, the Arkenstall Centre's Standard Conditions of Hire

While the Government has stated that restrictions will be lifted from 19th July 2021, everyone recognises that Covid-19 is still with us. Therefore we would ask you, as hirer, to observe these conditions in order to protect the vulnerable and to limit the spread of the virus.

Please note particularly that people using the Centre will still be required to wear face coverings (SC4), use hand sanitiser on entry (SC5), and observe the 'one-way' system (SC6).

Before you come to the Arkenstall Centre

- SC1. Ensure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the previous 14 days.
- SC2. Attendance limits for the rooms at the Centre are now 40 in Room 1, 60 in Room 2 and 200 in the Main Hall. However it is accepted that virus transmission is less likely when seated than when standing and moving about, so be aware of this and please book a larger room if the type of event warrants it.
- SC3. Live performances, e.g. drama or music, are now permitted, but aerosol or droplet transmission is still recognised as a significant means of spreading the virus. For this reason you should take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing background music or broadcasts at a volume which makes normal conversation difficult.

When you arrive at the Arkenstall Centre

- SC4. There may be other groups using the Centre at the same time as your booking, so those attending your booking should wear face coverings when in the areas which may be used by others, for example when entering or leaving the Centre, in the foyers and in the toilets.
- SC5. There is a hand sanitiser dispenser outside the main door to the building: attendees should use it before entering. There are also dispensers in all the rooms, which should be used as required.
- SC6. Use the 'one-way' system through the Centre: in through the main entrance and out through the fire exit for the room you have hired. If you have hired the Main Hall and are expecting people to be waiting to pick up attendees after your event, ask them to wait in the new foyer (at the opposite end of the Hall to the stage) to avoid congestion in the main entrance.
- SC7. Allow those from other groups using the Centre space wherever possible.
- SC8. Pay special attention to the safety of those who are aged over 70 or who are otherwise vulnerable.

AVC: Revised Special Conditions of Hire following COVID-19
Status: Final
Date: 20 July 2021

SC9. The main areas of the Centre will be cleaned on a daily basis. However we ask that you, the named hirer, clean door handles, light switches, window catches and equipment (including tables and chairs) and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive. Attendees should clean toilet handles and seats and wash basins after use. You may use your own domestic cleaning products or the diluted bleach sprays which can be found in the Main Hall, Rooms 1 and 2 and the toilets.

Please take care when cleaning electrical equipment including light switches. Use cloths - do not spray!

SC10. When arranging chairs and tables for your event bear in mind that aerosol and droplet transmission is possible so reasonable spacing between people should be a consideration.

SC11. Keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient (but keeping designated 'Fire Doors' closed). You should ensure they are all securely closed on leaving.

SC12. It would be helpful if you could encourage attendees to bring their own drinks and food. If you do use kitchen equipment, crockery and cutlery ensure that it is properly washed or sanitised as appropriate before and after use.

SC13. **In the event that someone becomes unwell with suspected COVID-19 symptoms while at the Centre:**

- You should remove them to the designated safe area, which is the Male Toilet, until such time as they can leave the Centre safely or be collected. (In the event, if anyone wishes to use the Male Toilet, they should use the Accessible Toilet next to it.)
- Inform the Caretaker on **07538 449677**

When you leave the Centre

SC14. We ask that you clean on your departure from the Centre as you did upon arrival (see SC9).

SC15. You should dispose of all rubbish created during your hire, including tissues and cleaning cloths, either in the waste bins provided in each room, or by taking all rubbish away with you when you leave.

General

SC16. The Arkenstall Centre Management Committee will have the right to close the hall with no notice if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

Agreement

In accordance with Clause 2 of the Arkenstall Village Centre's **Booking Form and Hiring Agreement**, I confirm that I have read, understand and agree to these **Special Conditions of Hire**.

Signature

Name
Date